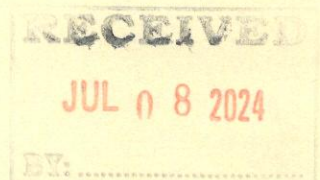


Sample Standing Rules

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary 115 Unit # , Inc. shall be held on 1st Thur. of → of each month, unless otherwise specified and shall be called to order at NOON. An Executive Committee meeting shall be held the 1st Thur of the month unless otherwise specified and shall be called to order at NOON.
2. 5 members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$ 45⁰⁰ to include Department and National per capita. The annual dues of the Junior membership shall be \$ 0 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of Sally Hayes
Karen Schmitz
DASMA Lockwitch (name at least three officer positions) are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
6. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
7. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year. (Specify whether appointed or elected.)
8. A Nominating Committee, composed of three (3) members, shall be elected by the members for the purpose of presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office in order to be presented by this committee. This committee is to form no later than two (2) months prior to election.



9. An Audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

(You may add any other rules that may pertain to you Unit such as how much money any chairman may spend – Does the Unit President have a discretionary fund and if so how much and how often – dress code, if any, smoking or drinking allowed during meetings, – etc.).

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON July 3, 2024

Sally Hayes
Unit President

Karen Marks
Unit Secretary

Sally Hayes
Unit Constitution and Bylaws Chairman